

31-07-1
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 6-12-79	1. Agency Address Georgia Department of Agriculture Plant Industry Division- Pesticide Unit 19 Martin Luther King Jr., Dr. S. W. Atlanta, Ga. 30334	Application Number 297-A	Date Received Date Completed
Application Number 203	2. Person to Contact J. R. Conley Working Title Director-Pesticide Division Telephone Number 656-4958		
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 297 Check One: <input type="checkbox"/> Change <input checked="" type="checkbox"/> Supersede <input type="checkbox"/> Void Oct. 5, 1972			
4. Dates of Series Earliest Latest 1977-78 To Date	5. Records Series Title (followed by title used in office, if different) Pesticide Sample Reports (Within Tolerance)		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Plant Industry is responsible for supervising and regulating various fields of the plant industry in Georgia. It seeks to control and eradicate diseases and insects in the plant industry. The Pesticide Division, an operational unit of the Plant Industry Division, is responsible for enforcement of the Georgia Pesticide Control Act, the Georgia Pesticide Use and Application Act and the Georgia Treated Timber Act.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Sampling and analysis of pesticides which are found to be in compliance with Georgia Law. Included are: Ag 14-058-093, Original of Inspector's transcript and Laboratory report showing analysis of sample File is arranged: Reports arranged numerically, by laboratory number, within folders arranged alphabetically, by registrant.			
8. Monthly Reference Rate <input checked="" type="checkbox"/> How often are records referred to which are: One to six months old 1 Seven to twelve months old 1 Thirteen to twenty-four months old Twenty-five months and older ?			
9. Annual Rate of Accumulation of Records Letter-size drawers Legal-size drawers Shelves Other (specify) x 1 1/2 lateral file drawers 42" each			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Questions arise in regard to samples for which consumer receives no report. These usually result from report being lost in mail and can be answered from the previous year's file.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Sikes</i>	6/13/79	<i>Ellis D. Sikes</i>	6/13/79
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	7-3-79
		Secretary of State/Designee	6-29-79
		Attorney General/Designee	7-5-79